

JOHN DOE

Street Address ♦ City, State, Zip ♦ Phone Number ♦ johndoe@gmail.com

May 1, 2012

Mr./Mrs. Name of Person in charge of hiring
Name of School/Company to which you are applying
Street Address of school to which you are applying
City, State, Zip of school to which you are applying

Dear Mr./Mrs. _____,

Paragraph #1:

- 2-3 sentences long
- Introductory Paragraph
- 1st sentence- include the name of the company/school/etc. to which you are applying.
- State your purpose in writing them this letter.
- State the overall reasons why you are a good fit for this company/school/etc.

Paragraph #2:

- 4-7 sentences
- Concisely explain your qualifications and credentials that make you a good candidate for this job.
- Make sure that one of the credentials that you list in this paragraph is one of your more important credentials. This will interest the reader and make them more likely to continue reading.

Paragraph #3:

- 4-7 sentences
- Explain why you are a good match for the open job position. Ideally, you would explain this in light of the credentials/experiences/qualifications that you just described in the last two paragraphs.
- Describe what YOU can bring to the job and how hiring you will benefit your employer, not what the job or your employer can bring to you.

Paragraph #4:

- 2-3 sentences long
- Concluding Paragraph
- Use 1-2 sentences to summarize/give the overarching message of your cover letter, and one sentence to reiterate that you know you could contribute to their company/school/etc. and that you are eager for the opportunity to work with their company/school/etc.

Sincerely,

John Doe